

**MINUTES OF THE ORANGE COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING
Wednesday, April 19, 2017
Music Room, Morrison Hall
Middletown Campus**

Present: B. Krahulik, J. Wolfe, S. Laden, T. Hunter, M. Murphy, Fred Watson

Absent: H. Ullrich, G. Mokotoff, Donna Benson

I. CALL TO ORDER – Vice Chair Krahulik called the meeting to order at 5:03 PM

II. CONSENT AGENDA

Vice Chair Krahulik requested a motion to approve the Consent Agenda:

- A. Approval of regular minutes from February 15, 2017
- B. Approval of Financial statements for February 2017
- C. Approval of Appointments:

<u>Faculty</u>	<u>Discipline</u>	<u>Effective</u>
Michele Ascione	Instructor Diagnostic Imaging <i>Temporary</i>	Spring 2017

<u>Staff/Chair</u>	<u>Discipline</u>	<u>Effective</u>
Jessica Scheibling-Kelly	Associate Registrar Registration	April 10, 2017

- D. Approval of Retirement Memo:

<u>Staff/Chair</u>	<u>Discipline</u>	<u>Years of Service</u>	<u>Effective</u>
Abigail Kreitzer*	English Department	36	September 1, 2017

*At the same time, the board granted approval of the status of Professor Emeritus for her 36 years of service and dedication to the College and students throughout her career.

III. A. PRESIDENT'S REPORT – Dr. Kristine Young

- A department name change is being requested for approval by the board today: Bursar's Office name change to Student Accounts.
- Congratulations and thanks to all those who worked on the MSCHE recommendations as the College has received notice that the College is no longer on warning. Our next review is schedule for 2022.
- Dental Hygiene Accreditation visit last year went very well and accreditation has been approved without report.
- Summer enrollment numbers are up by 7% currently in Headcount and 8% in Credit hours, relative to last summer.
- Last fall the Diversity and Inclusion plan was approved by the board and submitted to SUNY for approval. In March, the College received notification from SUNY that the plan has been accepted.
- A search committee will review CDO applicants for a shared position with Sullivan Community College and Ulster Community College. The semi-finalists will be interviewed soon.

- The process for students reserving and paying for classes has changed to no longer require a \$50 deposit. Students will be allowed to register and notified that balance is due in full by mid-July. They will be given several options for making payments. This will improve cash flow and be student centered, though there will be growing pains as the new system begins.
- State Budget News:
 - Students registered for part-time classes are now eligible for TAP.
 - \$50 FTE increase approved but as funding formula stands, the College will technically receive less funding than the previous year.
 - Excelsior Scholarship will begin in Fall semester and families at the \$100,000 level will be eligible this year; \$110,000 2017-2018 and \$125,000 in 2017-2018
 - HESE will accept applications beginning late May through July
 - Students must still apply for TAP and other financial aid prior to receiving Scholarship funds
 - Student applies and the College enters \$ into our system as a credit
 - Student must accumulate 30 credit hours in a year and complete the cycle before funds are released to the College. If not, they will no longer be eligible for the scholarship and will fall out of the program. Unfortunately, the College does not yet know what happens at this point with the balance due the College.
 - There will be a tuition-freeze for Excelsior students for 4 years so the tuition they pay this fall is at 2016 rate and they will pay same amount for 2018, 2019, and 2020.
 - While the plan allows access for more students to attend, the worry is how the institution can service these students.
 - The scholarship does not cover summer classes.
 - The scholarship does not cover books or tuition and the Foundation board has offered that they may be able to assist in this area.
 - Certificate academies will not be eligible and this will create challenges with all that the College has been planning to do to promote certificate programs.
 - Students must agree to the residency stipulation to live and work in New York for one year, for every year they receive the scholarship or the scholarship converts to a loan.
 - Vice Chair Krahulik commented as follows:
 - If we do not have the data on Excelsior, we won't have an idea what the float will be. This could dip into our reserves so it will need to be monitored closely.
 - He inquired as to whether the student can sign an agreement to pay, if they become disqualified. This question was unanswerable at this point. Trustee Krahulik suggested that even ½ payment would help.
 - He inquired as to how TAP payments work – do they go to the student or the College? VP Brusati stated that the College receives TAP payments
 - What about students who do not apply for the Excelsior scholarship? They will have to pay higher tuition, because they will not be part of the freeze.
 - President Young will report on this topic again at subsequent meetings

B. REPORT OF THE COLLEGE GOVERNANCE SYSTEM – Paul Basinski

- Mr. Basinski has enjoyed his first year interacting with Governance Committees and representing Governance. He enjoys being a member of the President's Cabinet, Emergency Management Team and College Association as this work is important.
- The Executive Committee of Governance is an extraordinary group of people to work with. Their retreat will take place in May at which time the work of the past year will be summarized and reviewed. Mr. Basinski will report on this at the June board meeting.
- Applied Learning activities are defined by SUNY as education areas that encompass experiential learning. SUNY requested that the College review a recommendation to have

- Applied learning become a graduation requirement. Academic Policy committee reviewed, Executive committee reviewed and break out meetings were held culminating with an overwhelming vote at College Assembly to not make it a graduation requirement.
- PBIE committee delivered final report to Executive Committee and it was approved and sent to Dr. Young.
 - Several recommendations were made by PBIE, some of which follow:
 - Plan/Budget at start of year
 - By ready to review recommendation by January 18
 - Utilize fall and spring to engage in strategic planning
 - Publicize the timeline
 - Use PIP model at all administrative levels of College
 - Academic Policy Committee has proposed two changes regarding major and medical leave policy which will be reviewed and voted on in May.

C. REPORT OF THE STUDENT TRUSTEE – Shane Laden

- Students are very busy getting ready for finals
- He has spoken with perspective students outside of the College and asked where they plan to attend, but many are waiting to hear about Excelsior Scholarship. Unfortunately, perspective students are very confused about the scholarship and uncertainty of the rules. Links to SUNY and HESC are being provided to perspective students and are located on the College website.
- Trustee Laden inquired of Mr. Basinski whether student participation has increased on governance committees and Mr. Basinski noted that it has been more stable.

D. College Association - Vinnie Cazzetta, VP for Institutional Advancement

Food Services:

- The College Association Board has approved a micro-market program for both campuses.
- VP Cazzetta met with food service employees to let them know that they would be let go.
- The College Community received notice of the plan and information sessions held on both campuses.
- Contract is in draft form and in negotiation. A lawyer has been retained to review the contract.
- College Association auditors noted only 12-18 months left in account to make payroll but with micro-market, the College Association expects to, at the very least, break even each year.
- Micro-markets will make food available in the evening and on the weekends and there will be healthy choices, gluten-free choices, and replacements each day.
- Trustee Watson noted that many options were explored and this was found to be the best option for the College.

Book Store:

- The College Association Board met today to vote to select a bookstore company and two bids were received. A sub-committee reviewed the proposals, had a site visit and selected one of the companies. VP Cazzetta will begin contract negotiations and a letter of intent is in process. The bookstore will be renovated at no cost to the Association or College and it will be a 5 year contract. Trustee Murphy commended VP Cazzetta for this difficult work noting that he has done an excellent job.

E. Foundation Board – Russell Hammond, Executive Director

- The Foundation has been undergoing many transitions
- Leadership Awards ceremony went very well and thanks to everyone for their support of the event which was a highly successful evening.
- The Chair of the Arts and Communication Department, Candace O'Connor, assisted with finding students to assist with voice-overs in commercials. The students were paid in lieu of hiring professionals.
- Golf Outing is scheduled for 6/15 and a separate women's 9-hole event will be held in the afternoon.
- The Excelsior Scholarship is concerning and the Foundation will engage in the education process for donors. The Foundation may need to adjust how scholarships are awarded and possibly have

an alternative that assists students in other ways. The summer gap is an area where the Foundation can help.

- A new software program for scholarships is being used and the transition to the new system will take 9-12 weeks but will be a fully automated system and much more efficient. A part-time person will be hired to manage the new system.
- The new “Onboard” system for documents went live two weeks ago and most members have signed on and used the new system, which is all new technology for board meetings.
- Sharon Hood has been hired as a full-time employee of the Foundation
- Alumni Relations position will be filled and as of 7/1, the Alumni Director will be an employee of the Foundation.
- Dr. Young will present to the Foundation board on Friday, 4/28 and the topic is Newburgh Revitalization.

**F. Special Report: Newburgh Revitalization
(Ericka Hackman, VP for Academic Affairs & Pete Soscia, Senior Association VP for Newburgh)**

President Young noted that she is very grateful for the work of VP Hackman and SAVP Soscia in the past several months. The Newburgh campus is in the right location and placing a true branch campus there with art galleries and gathering spaces was part of the plan for the campus. Unfortunately, Enrollment and Retention numbers show loss of students therefore questions are being asked in the community and internally with many conversations over ensuring that while we have one mission, there are two campuses who can focus on different areas. In particular, the 3 buildings on Grand Street, which were purchased by the county for the College’s use, can be utilized in many ways.

VP Hackman and SAVP Soscia gave a comprehensive presentation (see Addendum No. 1) regarding the revitalization of Newburgh and a white paper was distributed containing the concept.

- Newburgh is a fairly distressed community and the college has the opportunity to engage students in the city and empower them to become educated, stay in the community, and keep the wealth there.
- The College is fostering collaborations with local stakeholders and the County is engaged in the process.
- Anchor projects with other organizations are being considered.
- Community Development is a focus along with partnerships with private and public employers.
- Engaging with profit and non-profit enterprises.

President Young noted that the Newburgh Revitalization is being warmly embraced by the Community, the County and the OC Partnership.

IV. OLD BUSINESS:

College Policy Manual:

Trustee Krahulik noted that the committee held its first meeting today and the project will be a rather large undertaking. There will be a need to have both a policy manual and a procedure manual. State Auditors discovered small issues with the policy manual and offered criticism regarding the policy manual not supporting the procedures in place.

Residence Hall Task Force:

Trustee Wolfe noted that several members of the task force visited Dutchess Community College this past Monday. The College president set up an informative group of administrators to talk with the College’s task force. The group was very honest regarding their experience with building dormitories. A tour of the dorms was given and a full report will be given at a further date. The Housing Task Force for minutes from the meeting held on January 30 were distributed to the board today. The next College visit will be in September. and the committee will be meeting again soon to plan.

V. NEW BUSINESS:

- 1) Resolution No. 6: Resolution to Rename Orange Hall Theatre as the William and Helen Richards Theatre at Orange Hall.

A motion was made to approve Resolution No. 6

Laden/Murphy
Unanimous

BOARD CHAIR COMMENTS:

Vice Chair Krahulik reminded all of the Celebration of the life of Dr. Bill Richards which will be held on Thursday, April 20 in Orange Hall Theatre.

VI. COMMITTEE REPORTS:

Academic and Student Services Committee: N/A

Audit and Finance Committee:

Vice Chair Krahulik noted:

- Enrollment looks strong for summer however revenues are down for spring. He commended Administration for doing a good job with expenditures. It is possible the College may have to dip into reserves.
- The information results of the New York State Comptroller's Audit note a lack of Policy and Procedures formally in place. A formal report will be received in July or August and a small committee will review and respond before the final report in the fall.

VII. COMMENTS FROM THE PUBLIC:

- Professor Bliss noted
 - The Newburgh project fits in well with Dr. Richards' vision.
 - She attended the celebration of the 50th year of the FCCC's Spring Plenary
 - A concern noted at FCCC was that local boards are not allowing faculty to speak and Professor Bliss commended the SUNY Orange BOT for listening to the faculty representatives who attend board meetings.
 - A new Chancellor will be voted on this month.

VIII. BOARD DISCUSSION:

Vice Chair Krahulik noted that an RFP will be sent out to review the auditor's contract for the upcoming year

IX. BOARD ADJOURNMENT: The meeting was adjourned (Murphy/Laden) at 7:08 PM.

X. EXECUTIVE SESSION: N/A

Respectfully submitted,

Carol A. Murray
Secretary to the Board

Wednesday, May 17, 2017
Great Room, Kaplan Hall
Newburgh Campus